PROJECT CHARTER: Implement Student Planning

1. Overview of Functionality
In order to best inform students about their progress toward meeting degree requirements we will implement the Colleague Student Planning Module. This module will also facilitate more robust faculty advising and record keeping. Use of this module in all three schools will ensure consistency of information and access to records regardless of where students are enrolled and will allow for smooth movement of students between schools and curriculums.

2. Key Benefits
- Students will enjoy access to robust information and tools to facilitate their planning for degree completion.
- Faculty advisors will be better able to maintain records and to communicate with students about their planned schedules.
- We believe that schools may selectively implement registration permissions for specific student plans.

3. End Deliverables
- All three schools will implement the Student Planning Module.
- Training materials will be developed and deployed for students, faculty, and staff.

4. Success Measures
- All students will use the Student Planning Module to access information about progress toward degree completion.
- Faculty advisors will consult the Student Planning Module to facilitate their student advising appointments.

5. Estimated Costs
Willamette University already owns the Student Planning Module; there should not be additional direct costs associated with fully implementing it.

6. Major Assumptions and Constraints
Assumptions:
- All sponsors and the project manager will work collaboratively to complete the project in a timely manner.
- We believe that schools may selectively implement registration permissions for specific student plans.

Constraints:
- Time for implementation and development of training materials.
7. Major Risks - Mitigations

- School representatives (advisors) may resist this tool. It will be important for the University Registrar and School Recorders to champion its usefulness.
- Existence of multiple simultaneous projects competing for time and attention from WITS personnel. We will work with our Project Manager to manage timelines.

8. Responsibilities of Sponsor, Leader, Team, Customer

**Executive Sponsor:** ensure the scope will provide value for WU, approve the funding for purchased products and services needed to complete the project, authorize employees to work on the project, and support the project across WU

**CIO:** obtain resources for the project, ensure project delivers the intended benefits for WU, and position the resulting solution for ongoing maximum value to WU

**Functional Project Leader:** determine the functional tasks needed to complete the project, such as defining requirements, evaluating alternatives, establishing business processes, testing the solution, communicating progress and results to stakeholders & the WU community, and training users; make sure each task has the resources needed and is completed timely; monitor progress and take corrective action when needed to keep the project on track

**Technical Project Leader:** determine the technical tasks needed to complete the project, such as software selection, data integrations and conversions, website integration, and information security; make sure each task has the resources needed and is completed timely; monitor progress and take corrective action when needed to keep the project on track

**Key Stakeholders:** Ensure that the project scope will deliver value to WU, communicate the value and changes to the WU community, and support the project across WU

**Team:** complete the assigned work in the time allotted

9. Approval Signatures

**Executive Sponsors:**
- Curtis Bridgeman
- Ruth Feingold
- Debra Ringold

**CIO:**
- Jackie Barretta

**Functional Project Leader:**
- Laura Jacobs Anderson

**Technical Project Leader:**
- Collin Skiles

**Key Stakeholders:**
- Ann Abbott
- Karen Arthur
- Chuck Williamson